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MILTON BABBITT APPOINTED TO COOLIDGE FOUNDATION

Milton Babbitt, Conant professor of music at Princeton University, has been appointed to the Elizabeth Sprague Coolidge Foundation Committee in the Library of Congress. He succeeds Richard Franko Goldman, who served on the committee from 1972 to 1977.

Mr. Babbitt has taught in the Princeton Music Department since 1948. He also has taught at the Berkshire Music Center and at the Darmstadt Summer Courses in New Music. A greatly respected American composer, he is also the leading writer on music theory as it applies to the music of Arnold Schoenberg and his successors. He is one of the principal composers to have used the Columbia-Princeton Mark II synthesizer, the first large-scale American machine designed for the production of electronic music.

His compositions for the synthesizer, including *Vision and Prayer* and *Philomel* for voice and synthesizer, are considered to be pathbreaking works in the history of electronic music. Mr. Babbitt's musical sympathies range beyond his own style of composition. A recent and rather spectacular example of this range is a record which he recently edited for New World Records, *Where Have We Met Before?*, a collection of songs in the popular style.

In 1946, Mr. Babbitt wrote *Fabulous Voyage*, a musical comedy. This past spring the N.Y. Philharmonic performed two songs from this show.

Mr. Babbitt's compositions include *Composition for four instruments* (1948), the first piece to attempt the serialization of several aspects of the musical texture; *Semi-simple variations for piano* (1957), in which elaborate serial techniques are used in the composition of a piece not technically too difficult for the student pianist; *All set* for jazz

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JUILLIARD CONCERTS SET

Two concerts of chamber music performed by the Juilliard String Quartet will be sponsored by the Gertrude Clarke Whittall Foundation in the Library of Congress on Thursday and Friday evenings, October 13 and 14. The members of the quartet are Robert Mann and Earl Carlyss, violins; Samuel Rhodes, viola; and Joel Krosnick, violoncello. They will be performing on the Stradivari instruments presented to the Library by Mrs. Whittall in 1935-36.

The program for these concerts will include String Quartet, Op. 20, No. 4 by Joseph Haydn; Lyric Piece for String Quartet, Op. 7 by Ben Weber; and Quartet in B flat, Op. 67 by Johannes Brahms.

Both concerts will begin promptly at 8 p.m. in the Coolidge Auditorium of the Library. Tickets will be distributed by Patrick Hayes, 1300 G Street, N.W., beginning at 8:30 a.m. on Monday, October 10. A service charge of 25 cents is placed on each ticket, and only two tickets are distributed to an individual.

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Telephone reservations may be made on Monday morning by calling 393-4463. Mail orders are not accepted.

The concert on Friday evening will be broadcast live by radio station WETA-FM, and made available to stations in other cities through the Katie and Walter Louchheim Fund in the Library of Congress.

MILTON BABBITT APPOINTED

(Continued from front page)

ensemble (1957); *Relata I & II* for orchestra (1965, 1968); three string quartets; and *Ensembles for Synthesizer* (1967).

The Elizabeth Sprague Coolidge Foundation was established in the Library of Congress by Mrs. Coolidge in 1925 with an endowment for the promotion and advancement of chamber music through commissions, public concerts, and festivals. The committee, composed of The Librarian of Congress, the chief of the Music Division, and a third member appointed jointly by The Librarian and the chief of the Music Division, acts as an advisory board to the foundation.

CREDIT UNION ANNOUNCES DIVIDEND

The Board of Directors of the Library of Congress Federal Credit Union approved a 6 1/4 percent dividend (5 3/4 percent regular and 1/2 percent special) for the quarter ending September 30. Dividends totalling nearly $47,000 will be posted to members' accounts on October.1.

The Credit Union, with assets of nearly $3.8 million, offers a variety of loans at competitive interest rates for new and used automobiles, boats, home improvements, mortgages for vacation homes, and unsecured signature loans. All Library staff members are eligible for membership.

The Credit Union is located in Room 1008, subbasement of the Thomas Jefferson Building. Office hours are 11 a.m.-3 p.m. daily and 9 a.m.-3 p.m. on paydays.

STAFF NEWS

DEATH OF FORMER STAFF MEMBER

Gerald L. Collins, a former member of the Library's Training Office staff, died August 30 in Northern Virginia Doctors Hospital of complications following surgery. He is survived by his wife Marie, and children John, Anne, and Lynne.

Mr. Collins was with the Library from May 29, 1973, through August 4, 1974. His death brought to a close a lifetime of devotion to helping others in increasing their knowledge through education. While serving as a career development specialist, Mr. Collins pioneered the Library's Foreign Language Training Program which has continued to be one of the major programs offered through the Training Office. Under his guidance as a counselor many have been able to pursue new careers through education under the Tuition Support Program. Mr. Collins also participated in teaching management and supervision courses. Many additional hours of his free time were devoted to coaching soccer and basketball for the Braddock Road Youth Club of Fairfax City. He was active also in the Boy Scouts of America.

DEATH OF STAFF MEMBERS

Dorothy C. Gaines, as assistant head in the Buildings Services Section, Buildings Management Office, died September 8.

A native of Lynchburg, Va., she was employed by the Library of Congress on September 13, 1949.

Mrs. Gaines is survived by two sons, Bobby and Tyrone, and a brother, Clifton Clark. She was interred in Lincoln Memorial Cemetery in Washington, D.C., following services at the Walker Memorial Baptist Church.

John Neufeld, a senior editor in the National Union Catalog Publication Project, died in George Washington Hospital on September 8 from injuries sustained in a traffic accident the previous day.

A native of Vienna, Mr. Neufeld came to the United States as a youth and resided in Detroit, Mich. Following military service, he received graduate degrees in both history and library science from the University of Michigan.

Before he came to the Library of Congress in 1976, Mr. Neufeld held positions in the Detroit Institute of Technology, Detroit Institute of Arts, Dearborn Public Library, and, from 1960 to 1975, the Michigan State Library, where he was a cataloger and later chief acquisitions librarian. In addition to a deep concern for cataloging theory and bibliography, he maintained a lively interest in Michigan's local history, particularly that of Detroit and Lansing.

Mr. Neufeld is survived by his parents and a married sister in Santa Cruz, Calif.

RETIREMENTS

Ernestine Brown, head of the custodial unit in the Buildings Services Section, retired on September 9, after 30 years of government service. She was presented a 30-year Federal Service Award pin and a retirement certificate by Gerald T. Garvey, chief of the Buildings Management Office.

A native of Creswell, N.C., Mrs. Brown had worked as a janitor at the Library until January 18, 1966 when she was promoted to her present position.

Mrs. Brown was known as a highly cooperative and dependable person in carrying out her daily assignments.

Henrietta H. White, checkstand attendant and elevator operator, retired August 23, after 13 years of Library service.

Mrs. White began her Federal service in 1964 with the former Buildings and Grounds Division. She was promoted in 1969 to the position from which she retired.

A purse was presented to her on her retirement.

PERSONNEL CHANGES

Robert L. Chartrand has been promoted to the position of senior specialist in Information Sciences in the Congressional Research Service.

Mr. Chartrand is recognized as an authority in the field of information sciences by the Congress, other government agencies, and the private sector. A native of Missouri, he received his bachelor's and master's degrees from the University of Missouri. He performed additional doctoral work, together with teaching duties, at Louisiana State University.

Before joining the Library in 1966, Mr. Chartrand served in several capacities as a government information specialist, and then was associated for seven years with private corporations concerned with the development of information technology. He served as a member of the technical staff working on information systems development and planning at the Thompson-Ramo-Wooldridge Corporation from 1959 to 1961. He fulfilled both technical and managerial assignments for the IBM Corporation during the early 1960's and later served as manager of the Applications Division for the Planning Research Corporation. Mr. Chartrand joined the staff of the Library in 1966 as an analyst in science and technology in the Science Policy Research Division of CRS. He was promoted

Madame Eve Barre, wife of the Prime Minister of France, visited the Library on Friday, September 16, accompanied by her sister and the wives of the French Ambassador and the U.S. Chief of Protocol. After a tour of the Library, the group returned to the Whittall Pavilion where they examined items of special interest from the music, manuscript, and rare book collections. Above, Madame Eve Barre (center) examines a note written to Marie-Antoinette in prison by the Revolutionary leader Georges-Jacques Danton. With Madame Barre are (left to right) Mrs. Kosciusko-Morizet, wife of the French Ambassador; Mme. Barre's sister, Mrs. Kerenyi, Mr. Kerenyi, and an interpreter.

to the position of specialist in information sciences in 1968.

Recipient of a Fulbright-Hays lectureship in 1968, Mr. Chartrand consulted with the Italian Parliament regarding the establishment of a computer-supported legislative information system.

Mr. Chartrand is the author or editor of ten books and major Congressional studies, including *Systems Technology Applied to Social and Community Problems, Computers in the Service of Society* and *The Congress and Information Technology.*

Active in several professional organizations, Mr. Chartrand also serves in an advisory or consultancy capacity with various governmental agencies and commissions. He serves as an adjunct professor at The American University, is a AAAS Fellow, and is listed in several honorary publications including *Who's Who in America* and *Dictionary of International Biography.*

Dorothy J. Glasby has been appointed to the position of CONSER operations coordinator in the Serial Record Division of the Processing Department, effective September 12.

A native of Blue Island, Ill., Mrs. Glasby received the B.S. degree from Elmhurst College in 1950, the M.A. degree in English from Northwestern University in 1953, and the master of library science degree from the University of Illinois in 1959.

Mrs. Glasby joined the staff of the Library of Congress in September 1959 as a special recruit. Following completion of the special recruit program in February 1960, she served as a serials cataloger in the Descriptive Cataloging Division until October 1962, when she resigned from the Library to accept a position in the Toledo Public Library. She returned to the Library in August 1963 to serve in positions of increasing responsibility in both the Descriptive Cataloging and Serial Record Divisions. Immediately before her new position, she was the head of the English Language Serials Cataloging Section in the Serial Record Division.

Active in the American Library Association, Mrs. Glasby is at present a member of the RTSD/SS/AACR Revision Study Committee and an assistant editor of *Library Resources Technical Services.* On a number of occasions she has served as a speaker or resource person at meetings of serials librarians, most recently at a serials workshop held in August 1976 under the sponsorship of the Pacific Northwest Library Association.

Appointments: Levon Avdoyan, editorial clerk, GS-4, DC, 4996; Norman Baxter, research analyst, GS-9, FRD, 4809; Darian Diachok, language specialist, GS-9, FRD, 4811; Elizabeth Dulabahn, technical assistant to the principal subject cataloger, GS-5, Subj Cat, 4864; Wayne Henry, library aid, GS-3, CRS L, 4905; Leslie Kober, library aid, GS-3, E&G, PR-102; Kim Lervold, microphotographer (trainee), GT-3, Photodup, OP 5-100; Meredith McCoy, legal analyst, GS-11, CRS A, 4711; Katherine Murray, library aid, GS-3, CRS L, 4905; Gerald Pickard, library aid, GS-3, E&G, PR-102; Paul Reid, library technician, GS-5, Share Cat., 4933; Kristin Vajs, bibliographer, GS-9, CRS L, 4919; Felonila Vorous, accounting clerk, GS-4, Cop Serv, 4843.

Temporary Appointments: Martha Ballard, library aid, GS-3, NUCPP, NP; Jasper Postell, library aid, GT-1, Photodup, NP; Daniel Strickland, executive office clerk, GS-3, CRS D, NP; Karen Young, library aid, GS-1, S&R, NP.

Reappointments: Paul Bray, monographic preservation assistant, GS-4, Bind, 4850; Tyvise Callins, monographic preservation assistant, GS-4, Bind, 4850.

Transfer: Otis McClees, Cop Serv, to copyright examiner, GS-7, Cop Exam, 4854.

Resignations: Richard Beal, CRS Ed; Adrienne Brown, Photodup; Kenneth Dillon, S&R; Patricia McAdams, CRS F; Karen Ungar, Ord; Reginald Williams, Loan; Curle Yates, Cat Mgmt.

STAFF ACTIVITIES

Frank Kurt Cylke, chief, Division for the Blind and Physically Handicapped, addressed the Helen Keller World Conference on Services to Deaf-Blind Youths and Adults on Tuesday, September 13, in New York City. Mr. Cylke spoke on "Braille Resources for the Deaf-Blind Person: What They Are and What They Could Become." He pointed out that today braille is world embracing, for it has been adapted to the needs of Oriental and Slavonic languages, African dialects and the complexities of the Chinese ideogram. The future of braille resources for deaf-blind individuals holds the possibility of many more volumes than currently available, prepared on both a "press" and "on-demand" basis. He suggested that the future may hold a reading world for the deaf-blind that could approximate that available to the sighted.

Alan Fern, director of the Research Department, is author of the introduction to *The Wood and The Graver,* by Fritz Eichenberg (N.Y.: Clarkson N. Potter, 1977). Mr. Eichenberg served for many years as a member of the Library's Pennell Committee, recommending prints for purchase for the permanent collections of the Prints and Photographs Division.

Dorothy Gentry Kearney, supervisor of the Union Catalog Reference Unit, General Reference and Bibli-

ography Division, was a guest speaker on September 8 at the fifth annual reception for interlibrary loan librarians sponsored by the Urban Institute library, Washington, D.C. In her talk on the National Union Catalog reference service, Mrs. Kearney covered the history of the NUC in card and book form and discussed the wide range of traditional and on-line bibliographic resources utilized by the Union Catalog Unit to assist librarians in identifying and locating all types of library materials in North American libraries. The other speaker, John Veenstra, director of libraries, George Mason University, discussed the Ohio College Library Center. Following a brief question-and-answer period, over 100 attendees toured the library of the Urban Institute.

Donald G. Shomette, visual information specialist in the Printing and Processing Section, Central Services Division, was featured in an interview in the August 25 issue of the Annapolis (Md.) *Evening Capital.* An art historian by profession, Mr. Shomette is also actively engaged in marine archaeology. He has searched for sunken American and British vessels of the American Revolution near Little Egg Harbor, N.J., and more recently in the Chesapeake Bay area to locate a ferry which sank in the South River in 1769. He has written *Shipwrecks of the Civil War,* an encyclopedia of ships sunk, and is currently writing *The Egg Harbor Privateers.*

Sandra Shaffer Tinkham, visual information specialist, Exhibits Office, has been appointed by the City Council of Alexandria as a citizen member of the Alexandria Historic Restoration and Preservation Commission for a four-year term. She also has been asked to serve as the arts consultant for 1977-1978 to the Focus Committee of the Junior League of Washington, D.C.

ANNOUNCEMENTS

Ruth E. Robinson of the Payroll Preparation Unit was married to William H. Garrett on August 8 in Virginia. Mr. Garrett works for Volkswagen of America. They will reside in Maryland.

Mr. and Mrs. Sime Letina are the parents of a daughter, Katarina Marija, born September 1 at George Washington University Hospital. Mr. Letina is a legal information technician in the American-British Law Division.

A third 15-hour course on **performance evaluations** recently has been given by the Processing Department. The course is designed to assist the department's supervisors at all levels to prepare and present evaluations of work performance to their employees. It provided practical guidelines on determining what to evaluate and how to present the evaluation orally and in writing. Appropriate Library of Congress regulations were discussed in detail.

Joan Van Blake, executive assistant in the Processing Department, organized and presented the course and Ralph Adams, assistant personnel operations officer, was a guest speaker.

The sessions are designed to stimulate give-and-take between the instructor and participants. Participation is voluntary. The department hopes to be able to repeat the workshop until all supervisors who wish to take it have done so.

The **Training Office** has announced the following in-house courses, prepared exclusively for LC employees. Attendance must be job-related, and nominations must be submitted by the individual's supervisor using Optional Form 170, *Request, Authorization, Agreement and Certification of Training.* Supervisors should note nominations deadlines. Nominations for scheduled courses will not be accepted after the specified nomination deadline, except when the course is undersubscribed. Further information may be obtained by calling the Training Office on ext. 6348, or by referring to the annual *Catalog of Course Offerings, September 1977 through September 1978.*

Course Title	*Dates*	*Nomination Deadline*
Effective Briefing Techniques	10/17-21	10/3
Workshop on Employment Applications	10/20	10/3
Computer Systems Fundamentals	10/25	10/7
Financial Management in LC	11/1-4	10/14
French	10/31-1/17/78	10/14
Fundamentals of Library Supervision*	11/7-11	10/24

*Fundamentals of Library Supervision was formerly known as Introduction to Supervision.

Communication Interaction	11/9-11	10/24
Better Office Skills and Service	11/15-17	10/31

In an election held September 20, the **Congressional Research Employees Association** (CREA) elected the following employees to office for one year: Patrick Hunt, president; Peter Gormley, vice president; Sharon Gressle, treasurer; Toni Drake, secretary; George Kapanoske, assistant secretary. Elected to the board of governors for two years were Meredith Anthony, Christine Benagh, Jeffrey Burton, Marietta Chasten, Sarah Collins, Theodor Galdi, Jane Gravelle, Don Haines, Steve Hughes, Curtiss Martin, Thomas Neale, Gerald Nora, Gary Pastorius, Roslyn Roberts, Allison Porter, Paul Rundquist, Bill Sanda, Migdon Segal, Sherry Shapiro, Anne Smith, Marcia Smith, and Larry Storrs.

In an election September 19 of the **Library of Congress Professional Guild** (AFSCME 2910), the following employees were elected: Cynthia Johanson, president; Don Panzera, first vice president; Monica Bowen, second vice president; Patricia Fox, secretary; Judy McDermott, treasurer; Judith Farley, Peter Fay, Richard Roepke, Evalyn Shapiro, members-at-large; Divna Todorovich, trustee (two-year term); Cynthia Johanson, executive board member; Judith Farley, Ruth Rappaport, Laurie Smith, delegates to Council 26 Delegate Assembly; and Judith Farley, delegate to Greater Washington Central Labor Council.

With the exception of the trustee, the terms of office are for one year ending October 1978. The terms of office begin September 23.

LIBRARY OF CONGRESS PUBLICATIONS

Country of Publication Codes. Revised August 1977. (35 p.) A list of alphabetic codes used to represent country of publication in MARC records, this revision adds the new form of country names as cross references to the older form of country names for those countries that have changed their names since February 1973. Available upon request from the Subscriber Accounts Unit, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

LC Additions and Changes. ISSN 0041-7912. List 186. April-June 1977. (125 p.) For sale by the Cataloging Distribution Service for $30 a year, $7.50 a single issue.

Library of Congress Catalogs, Chinese Cooperative Catalog. ISSN 0095-1072. July 1977. (v, 148 p.) For sale by the Cataloging Distribution Service for $350 for the year's subscription which consists of twelve monthly issues and an annual cumulation.

Monographic Series. ISSN 0093-0571. 1976 (1977) Vol. 1, A-Darm. (vi, 848 p.) Vol. 2, Darr-Koru. (852 p.) For sale by the Cataloging Distribution Service for $150 for three quarterly issues and an annual cumulation.

National Union Catalog. ISSN 0028-0348. July 1977. (xxxiv, 715 p.) Compiled by the Library of Congress with the cooperation of the Resources and Technical Services Division, American Library Association. For sale by the Cataloging Distribution Service for $850 for the nine monthly issues, and three quarterly cumulations.

New Serial Titles: A Union List of Serials Commencing Publication After December 31, 1949. ISSN 0028-6680. August 1977. (iv, 30 p.) For sale by the Cataloging Distribution Service for $190 for the year's subscription which consists of eight monthly and four quarterly issues, and an annual volume which cumulates one to five years.

New Serial Titles–Classed Subject Arrangement. ISSN 0028-6699. August 1977. (33 p.) Prepared under the sponsorship of the Joint Committee on the Union List of Serials and published monthly by the Library of Congress. For sale for $40 a year by the Cataloging Distribution Service.

Subject Catalog. ISSN 0096-8803. January-March 1977. Vol. 1, A-E. (x, 830 p.) Vol. 2, F-N. (883 p.) Vol. 3, O-Z. (910 p.) For sale by the Cataloging Distribution Service for $850 for three quarterly issues and an annual cumulation.

Vietnamese Legal Materials 1954-1975. (ix, 73 p.) A selected, annotated bibliography. Available for $1.90 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

New Microform Publications: *AMMISCA File: The Magruder Mission to China.* (one reel, $20) *Civil War Photographs, 1861-1865* (two reels, $22) *Computer-Output Microfilm (COM) Hardware and Software: The State of the Art* (1 microfiche, $4.50) *Some Current Reprographic Concerns Related to Interlibrary Loan* (1 microfiche, $4.50). For shipment of microfilm to other than North American addresses, an additional 60 cents should be added for surface postage. Add $1.25 for foreign shipment of each microfiche. Orders and inquiries should be addressed to the

Library of Congress Photoduplication Service, Washington, D.C. 20540. Checks should be payable to the Library of Congress Photoduplication Service.

NEWS IN THE LIBRARY WORLD

APPOINTMENTS

William D. Mathews, former director of the Systems Division at the New England Library Information Network (NELINET) has been appointed as a staff associate for information technology on the National Commission on Libraries and Information Science. **Richard G. Akeroyd**, formerly with the Connecticut State Library, also has joined the NCLIS as a part of the Program Planning Team of the White House Conference on Library and Information Services.

Carol A. Risher, formerly information officer for the National Commission on New Technological Uses of Copyrighted Works (CONTU) has joined the staff of the Association of American Publishers as staff director, copyright.

Joseph F. Shubert, has been appointed New York state librarian and assistant commissioner for libraries. Mr. Shubert has been state librarian of Ohio since 1966. He is a native of New York State and received his education in librarianship at the New York State University College at Geneseo and the University of Denver.

COURSES

A two-week Institute for the **Editing of Historical Documents** will be sponsored jointly by the National Historical Publications and Records Commission, the State Historical Society of Wisconsin, and the University of Wisconsin. For further information contact the executive director, NHPRC, National Archives Building, Washington, D.C. 20408. Applications must be returned by March 1, 1978.

The NHPRC also has announced the 1978-1979 competition for **fellowships in historical editing.** The editors of *The Papers of Andrew Jackson, The Papers of George Washington, The Charles Willson Peale Family Papers,* and *The Marquis de Lafayette Papers* will each select a scholar to spend a year in training with the project staff beginning July 1, 1978. Scholars must hold a humanities doctorate or have completed all requirements except the dissertation. Further information is available from the same address above.

The National Historical Publications and Records Commission is continuing its **intern program** for volunteer college undergraduates and beginning graduate students. Student participating in this program will receive no pay, but may, at the discretion of the college or university, receive degree credit. Faculty or students interested in the program should contact the executive director, NHPRC, National Archives Building, Washington, D.C. 20408.

A course on **Micrographics for Libraries** will be held in Washington, D.C. February 23-24, 1978. This U.S. Civil Service Commission course is open to all government employees (federal, state, and municipal). Additional information is available from regional Civil Service offices or Dataflow Systems, 7758 Wisconsin Ave., Bethesda, Md. 20014.

AWARDS AND GRANTS

Nominations for the 1978 **Esther J. Piercy Award** are now being accepted. The award recognizes contribution to librarianship in the fields of technical services by a younger librarian—one who has not more than 10 years of professional experience and who has shown outstanding promise for continuing contributions and leadership. Nominations should be sent by December 15 to Linda Crismond, Doheny Library, University of Southern California, University Park, Los Angeles, Calif. 90007.

The **American Library History Round Table** of the American Library Association has established an essay award of $200 to encourage excellence in library history research. The winning article will be published in a future issue of *The Journal of Library History.* Details are available from Haynes McMullen, ALHRT Award Committee, c/o School of Library Science, University of North Carolina, Chapel Hill, N.C. 27514.

Nominations for the 1978 **Margaret Mann Citation** for outstanding achievement in cataloging or classification are now being accepted. Names of persons previously nominated but not chosen may be resubmitted. Letters of nomination should include a resume of the nominee's achievement, and be submitted by December 15 to Jane R. Moore, Library, Graduate School and University Center, City University of New York, 33 West 42nd St., N.Y., N.Y. 10036.

The first installment of a series of grants to states and territories for pre-**White House Conferences on Library and Information Services** has been awarded. The recipients have submitted notification of intent to hold a conference to the National Commission on

Libraries and Information Science. Each state or territory holding a conference will receive a basic grant of $10,000 and an additional amount equal to one-fourth of the balance of the basic standard conference budget.

NEW PUBLICATIONS

The following have been published by the American Library Association: *The ALA Yearbook: 1977 Edition; Directory of State and Local History Periodicals; Guidelines for Book Catalogs; Guides to Educational Media; Libraries for Teaching, Libraries for Research; Literacy and the Nation's Libraries; Model School District Media Program; Opportunities in Library and Information Science,* and *The Personnel Manual: An Outline for Libraries.* Contact the Order Department, American Library Association, 50 E. Huron St., Chicago, Ill. 60611 for further details.

The Responsibility of the University Library Collection in Meeting the Needs of its Campus and Local Community is the title of a collection of papers presented at a symposium honoring Melvin J. Voigt upon his retirement as university librarian of the University of California, San Diego on September 17, 1976. Topics include scholarly use of libraries, community informational resources and services, resource sharing, and research library collection. Copies are available for $3 from Friends of the UCSD Library, The University Library, C-075, University of California, San Diego, La Jolla, Calif. 92093.

A *SPEC Flyer and Kit* on the Preservation of Library Materials, No. 35 contains 14 documents (85 pages) including preservation program descriptions and outlines, National Preservation Program description, binding specifications, and planning documents for binding requirements. The kit is available to members of the Association of Research Libraries and SPEC subscribers for $7.50, and to all others for $15 from the Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036.

APPENDIX

THE LIBRARY OF CONGRESS EQUAL EMPLOYMENT OPPORTUNITY PLAN OF AFFIRMATIVE ACTION FOR FISCAL YEAR 1978

The Affirmative Action Office
The Library of Congress
October 1, 1977

Policy on Affirmative Action and Equal Employment Opportunity 679
Affirmative Action Objectives for FY 1978 680
Procedures for Training, Appraisal, and Promotion (TAP) Program (Appendix A) 687
Procedures for Career Assistance Program (CAP) (Appendix B) 689
Affirmative Action Utilization Report (Appendix C) 690

The Library of Congress
Policy on Affirmative Action and Equal Employment Opportunity

I would like to take this opportunity to stress the firm commitment within the Library of Congress to equal employment opportunity and affirmative action. The Library is committed to eliminating discrimination on the basis of race, color, religion, sex, age, and national origin in all aspects of its personnel policies, practices, and to equal employment opportunity through a continuing affirmative action program. The program is designed to encourage and assist staff members to reach their maximum potential.

It is the responsibility of every staff member to assure that this commitment is fulfilled, not just because it is Library policy deriving from law, but because we believe in the principle of equal opportunity for everyone. We must be willing to work together to accomplish the fundamental objectives of equity, and in doing so we will meet our responsibilities in this important area of human relations. By acting positively to assure equity in all aspects of employment, we will be doing our best to carry out obligations and to utilize most efficiently our most valuable asset—the staff of the Library of Congress.

Daniel J. Boorstin
The Librarian of Congress

AFFIRMATIVE ACTION OBJECTIVES FOR FISCAL YEAR 1978

The objectives listed by no means comprise the whole of the Library's planned affirmative actions during FY 1978, but rather those actions designated to be given top priority and which, it is reasonably believed, can be initiated or completed during the fiscal year with the resources expected to be available. The statement of Current Situation or Problem provides the basis for the need for action; the Goal/Remedy/Correction Sought sets forth the Library's perceived solution to the stated Current Situation or Problem in long range (three to five years) terms; the FY 1978 Objective(s) describes the progress the Library intends to make toward the achievement of the Goal/Remedy/Correction Sought during the twelve month period of this specified Affirmative Action Plan; the names of the offices with primary responsibility for the objective are shown in parentheses.

I. TRAINING, APPRAISAL, AND PROMOTION (TAP) PROGRAM

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objective*
There are employees who lack qualifications normally required for higher level positions but whose job performances indicate that if given training and on-the-job developmental experiences they could successfully perform in higher level positions.	Each year a specified number of employees will be competitively selected for Training, Appraisal, and Promotion (TAP) opportunities (in accord with the procedures of Appendix A of this Plan). These employees will receive training, be placed in positions with more opportunities for advancement upon demonstrating their ability to perform at a higher level, and promoted as specified in approved Training Agreements.	During FY 1978 the Library is committed to filling a total of 35 positions under the TAP program, distributed by Department as shown below: Librarian's Office 1 Administrative 6 Processing 10 Reader Services 4 Research 4 Copyright Office 6 Congressional Research Service 3 Law Library 1 TOTAL 35 (Personnel Office, Departments, Affirmative Action Office, Women's Program Office)

II. TUITION SUPPORT

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
There are employees who do not have the educational and training qualifications required for promotion to higher positions.	These employees will be assisted in continuing their education and training through Library support in tuition payments; these employees will be assisted in competing for higher positions in ways not conflicting with LC merit principles and procedures.	1. The Tuition Support program will be continued and operated in accordance with the Procedures for Tuition Support Program published as Special Announcement No. 850, dated July 26, 1977. 2. The Training Office will institute group counseling sessions for

employees who have completed their education/training objectives under the Tuition Support program to advise them on effective methods of identifying employment opportunities and higher grades and applying for consideration.

III. AFFIRMATIVE ACTION RECRUITMENT

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
A review of the distribution of Library employees by grade, race, and sex indicates an underrepresentation of minorities and women in senior grade levels. (See Appendix C).	The Library will make every reasonable effort consistent with merit principles to increase the representation of minorities and women in senior grade levels of Library employment.	1. Department Directors will encourage recommending officers to interview qualified minority and female applicants referred by the Recruitment and Placement Office for vacancies in grades GS-13 and above. (Department Directors) (This procedure will be followed until the Library signs contracts with recognized labor organizations, and will be followed after such contracts are signed if it is not in conflict with any provisions thereof.) 2. The Coordinator of Affirmative Action Programs and the Women's Program Coordinator will assist the recruitment staff in identifying female and minority applicants who may be qualified for positions at the Library of Congress. (Affirmative Action Office, Women's Program Office)

IV. VALIDATION OF PERSONNEL SELECTION PROCEDURES

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
In 1974 the Library initiated a program for validating all its personnel selection procedures: all employment tests were analyzed and a number cancelled; qualifications requirements on postings were analyzed and significant inconsistencies discovered; a job analysis of three	The Library will establish or adopt validated qualifications standards and postings for all positions in the Library of Congress. Efforts will be aimed at achieving consistency in postings (Phase I), followed by, or concurrent with adoption of Qualification Standards (HANDBOOK	1. Establish consistency in qualifications requirements stated in all Library of Congress postings. (Director of Personnel) 2. Study and adapt U.S. Civil Service Commission Qualifications Handbook (HANDBOOK X-118) to Library needs. (The Librarian)

professional librarian positions was completed and recommendations made. In May, 1976 the Director of Personnel proposed a three-phased long-range plan for continuing the Library's selection procedures validation efforts.

X-118) (Phase II); and through job analysis of positions in the Library to establish validated qualifications (Phase III).

V. CAREER ASSISTANCE PROGRAM (CAP) AND RE-TRAINING

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
Technological changes including automation are expected to eliminate the need for the positions of a significant number of employees. Many of these employees are unlikely to be able to successfully compete for other positions in the Library unless they are retrained.	The Library will develop, publicize, and provide a special Career Assistance Program (CAP) for employees expected to be affected by future automation. The program will be operated according to the procedures specified in Appendix B of this plan and will include both retraining and transfer opportunities to assist these employees in continuing their Library careers.	1. Inform employees of objectives and procedures of Career Assistance Program (CAP). (Affirmative Action, Personnel Office, Information Office) 2. Designate first organization(s) for implementation of Career Assistance Program (CAP). Labor organizations will be informed by the Director of Personnel regarding all designations. (Director of Personnel) 3. Initiate pilot CAP project in designated organization, including identification of employees most likely to be affected, skills already possessed by those employees, and identification of future needs of the Library in terms of the positions for which these employees could be successfully trained. (Affirmative Action Office, Personnel Office)

VI. WOMEN AND MINORITIES IN MANAGEMENT

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
Although more than half of the Library's staff are women, and more than 80 percent of the Library profession is female, only about one-fourth of positions at GS-13 and above are held by women, and less than one-tenth by minorities.	The Library will attempt to utilize the skills of qualified women and minorities by increasing their numbers in supervisory, management, and executive positions.	1. Encourage women and minorities who feel they have management potential to identify themselves for professional and executive training, self-development sessions, and temporary reassignments as outlined in this Section. (Departments, Women's Program Office, Affirmative Action Office, Personnel Office)

2. Send more women and minorities to professional training, including executive training. (Departments, Women's Program Office, Affirmative Action Office)
3. Provide self-development sessions for women and minorities to encourage them to assess and develop their managerial skills. (Women's Program Office, Affirmative Action Office, Training Office)
4. Explore and possibly establish a graduate program in management offered by an accredited university graduate school with classes at the Library and Training Office. (Women's Program Office, Affirmative Action Office, Training Office)
5. Identify at least one position in each department to which employees will be temporarily reassigned for three-month intervals to gain administrative experience. Applications from minorities and women will be solicited and encouraged. (Departments, Women's Program Office, Affirmative Action Office)

VII. PART-TIME WORK

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
The Library recognizes the possible benefits of alternative work schedules and is working toward encouraging the establishment of, and conversion to, more part-time jobs. At present, the Library, with four percent of its staff on part-time schedules, has only half the proportion of part-time workers as do Executive branch agencies, which are restricted in their use of such employees by personnel ceilings.	Opportunities will be increased for part-time employment at the Library toward the goal of eight percent of Library positions.	1. Increase the number of part-time positions a minimum of two per division, preferably adding one professional and one support position, except in divisions of less than 25 staff members where the number of part-time positions should be increased by at least one. (Personnel Office) 2. Monitor departmental efforts to increase the opportunities for part-time employment. (Personnel Office, Women's Program Office) 3. Assist the departments in working out arrangements for the implementation of the part-time policy.

(Personnel Office, Women's Program Office, Financial Planning Office)

VIII. CAREER COUNSELING

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
Women and minorities are often at a cultural disadvantage in terms of career planning.	The Library should utilize staff talent to the fullest extent possible.	1. A career counseling office in either the Library of Congress building or the Thomas Jefferson Building will be established to provide regular counseling to all staff members needing such counseling. (Personnel Office, Training Office) 2. The career counselors will be trained in the special cultural and employment problems of women and minorities. (Women's Program Office, Affirmative Action Office, Training Office)

IX. AFFIRMATIVE IMAGE

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
The brochures, pamphlets, official publications, training materials, etc., used by an institution can often be a clue to that institution's attitude about equal opportunity.	The publications, forms, postings, displays, and training materials of the Library of Congress should reflect a dedication to the principles of equal employment opportunity.	1. An effort will be maintained to remove all sex-specific language from forms, postings, publications, and position descriptions. (Personnel Office, Women's Program Office) 2. The Library of Congress training materials will be reviewed and stereotypes based on sex or race removed. (Women's Program Office, Affirmative Action Office, Training Office) 3. Personnel announcements, including postings, shall carry the language, "The Library of Congress is an Equal Opportunity Employer." (Personnel Office, Equal Opportunity Office)

X. SUPERVISORY RESPONSIBILITY FOR EEO

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
The supervisors and managers of the Library, who have responsibility for ensuring that equal opportunity is enforced, may not be aware of these responsibilities and held accountable for their efforts in this area.	Supervisors and managers should be aware of their equal opportunity responsibilities and held accountable for them.	1. An equal opportunity component will be built into all personnel management training courses offered by the Library. (Women's Program Office, Affirmative Action Office, Training Office) 2. Equal Opportunity responsibilities will be written into the position descriptions of all supervisors and managers as such position descriptions are reviewed and revised. (Personnel Office, Women's Program Office, Affirmative Action Office) 3. Supervisors' and managers' performance in the area of equal opportunity responsibilities will be evaluated annually. (Director [Re LCR 2017-2] of Personnel Office, Departments) 4. A new course will be developed by the Training Office for supervisors and managers to increase awareness of sex and race discrimination to enable them to better meet their responsibilities under objectives 2 and 3 above. (Personnel Office, Affirmative Action Office, Women's Program Office) 5. Applicants interviewed for supervisory or management positions will be asked about their commitment to affirmative action principles and made aware of the equal opportunity responsibilities of the job. (Departments, Women's Program Office, Affirmative Action Office)

XI. ASSISTANCE TO HANDICAPPED EMPLOYEES

Problem/Current Situation	*Goal/Remedy Correction Sought*	*FY 78 Objectives*
The Library has not developed and implemented a program to insure that the talents of handicapped	The Library of Congress will undertake a program of Affirmative Action to employ, advance in	1. Promulgate and communicate to all staff the Library's policy of nondiscrimination of handicapped

persons on its staff and in its labor market are being utilized at the level of their highest potential.

employment, and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

employees or applicants in any of the Library's personnel policies and practices. (Personnel Office, Affirmative Action Office, Women's Program Office, Information Office)

2. Designate a part-time Coordinator of Affirmative Action for the Handicapped. (Director of Personnel)

3. Develop a greater awareness among managers and supervisors on the importance of objective and positive evaluations of handicapped applicants and current handicapped staff for employment and promotion within all departments of the Library. (Handicapped Employees Coordinator)

4. Develop a greater awareness among staff who work with the handicapped as to special problems and situations that must be dealt with to help the handicapped employee function effectively. (Handicapped Employees Coordinator)

5. Conduct a census of handicapped employees through a voluntary and confidential basis that will permit handicapped persons to identify themselves for possible benefit under the Affirmative Action Program, (inclusion in a total skill profile, career counseling, and training). (Handicapped Employees Coordinator)

APPENDIX A

Procedures for Training, Appraisal, and Promotion (TAP) Program

The Affirmative Action Training, Appraisal, and Promotion (TAP) Program will be continued on a Library-wide basis according to the procedures outlined in this appendix. Operational responsibilities for TAP will continue to be located in the Recruitment and Placement Office, Office of Personnel. All applications will be submitted to and processed by the Recruitment and Placement Office.

A. Postings, Eligibility, and Application

1. Each position will be announced on a special TAP posting which will be distributed throughout the Library. The posting will identify the position and its departmental location, summarize the duties and responsibilities of the position, specify minimum qualification requirements, and indicate the primary factors on which selection will be based.

2. To be eligible to compete for a TAP position, an employee must have either completed at least one (1) year of uninterrupted service in the Library in a full-time permanent or indefinite status by the close of business on the closing date indicated on the posting, or he or she must have completed the equivalent of one year full-time service in part-time permanent or indefinite status. For example, an employee who has worked half-time (20 hours per week) for two years meets the requirement for one year full-time service.

3. A standard form LW 16/56a (Application for Posted TAP Vacancy) must be completed by each applicant and received in the Recruitment and Placement Office no later than the close of business on the closing date indicated on the posting.

B. Selection Procedures

1. Each application form will be reviewed by the Recruitment and Placement Office to determine if minimum qualification requirements have been met. If they have not been met, the application form will be returned to the applicant along with an appropriate explanation. If minimum qualification requirements have been met, the Recruitment and Placement Office will request a performance evaluation from the applicant's supervisor.

2. All application forms and supervisory evaluations will be reviewed by a Departmental Selection Panel made up of a representative from the Affirmative Action Office, the departmental representative on the Librarian's Affirmative Action Advisory Committee or his or her designee, and a departmental staff member who is fully knowledgeable about the work to be performed in the posted position. (However, the departmental staff member shall not be anyone in the supervisory chain of authority over the position.) Using the selection factors shown on the posting, the Departmental Selection Panel will rate all applicants. Based on those ratings and the supervisory evaluations, the applicants will then be ranked. The 12 best-qualified candidates will be interviewed by the panel. From these 12 applicants, the panel will determine the top three. The same core questions will be asked of all applicants.

3. If fewer than 12 applicants meet the minimum qualification requirements, all of them will be interviewed by the Departmental Selection Panel.

4. The names of the top three applicants with applications and supervisory evaluations will then be forwarded to the immediate supervisor of the position or other appropriate departmental official who, subject to the approval of the department director, will interview all three applicants and make the final selection from among the top three applicants determined by the panel. The same core questions will be asked all applicants.

5. If the panel recommends three persons, the department must make a selection from among them. If fewer than three applicants are sufficiently qualified, they shall also be referred to the selecting official. If there is no selection, the selecting official must provide reasons in writing to the Director of Personnel who will decide whether the reasons given are sufficient to justify non-selection. If the Director of Personnel finds the reasons to be insufficient, the selecting official shall be notified to make a selection from the initial list. The correspondence between the selecting official and the Director of Personnel shall be made part of the official record.

Supervisory evaluations of employees selected among the top three in a TAP competition will be appended to their regular performance evaluations and remain in their personnel file.

C. Offer and Acceptance of Training Agreement

1. In accepting the TAP position, the successful applicant agrees to enter into an Affirmative Action Training, Appraisal, and Promotion Agreement with the department. This agreement will identify the specific training requirements which must be satisfied by the trainee during his training program. These requirements will be based on the supervisor's detailed assessment, in consultation with the trainee, of the gaps between the trainee's current knowledges, skills, and abilities and those required to perform satisfactorily in the position. The agreement will be signed by both the trainee and the department director, or his or her designee.

2. Each training agreement will include a provision for supervisory evaluation of the selectee's progress. Such evaluation shall be given both orally and in writing and at intervals of 4, 8, and 12 months. Promotion of the employee to the next highest grade for that position will be made as soon as the employee consistently performs at the next highest level and in accordance with the training agreement. An agreement may be modified with the joint consent of the Library and the trainee as the progress of the trainee or other conditions warrant. It will be the responsibility of the department office to follow up evaluations.

D. Failure to Complete Training Requirements

If a trainee fails to complete the requirements specified in the agreement, he/she will be given a 60-day advance notice in writing that he/she may be returned to either his/her former position, or to a similar position at the same grade. Such notices shall, at the request of the trainee, be reviewed by the department director. Consistent with the TAP agreement such notices are not appealable.

E. Fiscal Year Goals

The number of positions to be posted under the TAP program will be reflected in the Fiscal Year Objectives section of each year's Affirmative Action Plan.

At left, Mya Saw Shin, president of the Law Library labor organization signs the Affirmative Action Plan. Looking on are Eugene Walton, coordinator of affirmative action programs (seated), and standing (left to right) Glen Zimmerman, director of personnel; William Reese and John Roberts of LLCUNAE.

At right, Michael Charity signs for AFSCME Local 2477 (Non-Professional Unit) as fellow union member Charles Jackson observes.

APPENDIX B

Procedures For Career Assistance Program (CAP)

Introduction

The Career Assistance Program (CAP) is designed specifically and exclusively for the purpose of assisting those employees whose positions are expected to be eliminated by automation to continue their careers at the Library of Congress. The implementation of the Career Assistance Program (CAP) will be limited to the employees of those organizations particularly identified as being impacted by Library automation efforts.

Designation of Organizations for CAP

Organizations that will be affected by future automation and are therefore eligible for the CAP shall be designated by the Director of Personnel. Such designations will be of units or divisions within the Library and will be publicized to the staff via Special Announcement and through recognized labor organizations in accordance with LCR 2026.

Activities of CAP

The Library will explore, develop, and, where possible, implement additional methods of providing job-related training for the purpose of assisting employees impacted by automation to remain in the Library. Activities that may be pursued under this program include, but are not limited to, intensive job and career counseling, special courses to equip these employees with job-related qualifications needed to compete for posted positions, and retraining for positions expected to become vacant at the Library in the near future.

Employees and recognized labor organizations will be kept fully informed of activities initiated under the Career Assistance Program (CAP).

Responsibility for CAP Projects

Operational responsibility for the Career Assistance Program (CAP) is delegated to the Director of Personnel, who will receive planning, research, staff, and other support assistance from the Affirmative Action Office, the Women's Program Office, and all Departments of the Library.

At left, Morrigene Holcomb, Women's Program coordinator, signs as Donald Panzerz of AFSCME Local 2910 (Professional Unit) looks on.

APPENDIX C

Library of Congress
Affirmative Action Utilization Report
All GS-GT Employees (Full-Time)
As of May 1977

Category	*Total All Employees*		*Black*		*Spanish*		*American Indian*		*Oriental*		*White*	
	M	*F*	*M*	*F*	*M*	*F*	*M*	*F*	*M*	*F*	*M*	*F*
GS-1	3	4	3	2								2
GS-GT-2	7	7	3	5							4	2
GS-GT-3	59	77	28	48							31	29
GS-GT-4	138	183	74	124	1					2	63	57
GS-GT-5	142	339	75	212	1	1				2	66	124
GS-GT-6	112	252	55	153	1	1			1	3	55	95
GS-GT-7	318	337	140	151	3	4			3	9	172	173
GS-GT-8	81	83	31	32	1		1		1	4	47	47
GS-GT-9	240	281	65	88	1	1			4	10	170	182
GS-GT-10	30	9	15	3	1					1	14	5
GS-GT-11	281	296	30	69	4	4			12	16	235	207
GS-GT-12	284	252	16	28	4	2	1	1	17	26	246	195
GS-GT-13	199	97	11	10					5	3	183	84
GS-GT-14	135	40	2	4	2				5	2	126	34
GS-GT-15	98	17	4		1					1	93	16
GS-GT-16	41	7		1					2		39	6
GS-17	33	2			1						32	2
GS-18	6	3									6	3
TOTALS	2207	2286	552	930	21	13	2	1	50	79	1582	1263

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